

Procedure Requirements Regarding Override Requests:

Kentucky Local Health Departments (LHDs) that need to submit override charges for patient services must submit their request in writing by emailing the Local Health Operations (LHO) Branch at LocalHealth.HelpDesk@ky.gov and follow the guidance provided in the Kentucky DPH Administrative Reference (*Financial Management Section*). LHDs that have previously submitted written request(s) to override charges for patient services and would like to continue the same request in the next Fiscal Year need to resubmit those override requests for review and approval.

Any Department for Public Health (DPH) OVERRIDE Approval terminates at the end of the current Fiscal Year. All requests must follow the guidance provided in the Kentucky DPH Administrative Reference (*Financial Management Section*) unless otherwise specifically noted and authorized in writing by DPH under the approving authority of the Division of Administration and Financial Management (AFM). Verbal approvals will not be authorized.

Direct questions regarding Override Requests to the AFM Division Office by calling (502) 564-6663, Option 0 or by *emailing* the LHO Branch at LocalHealth.HelpDesk@ky.gov.